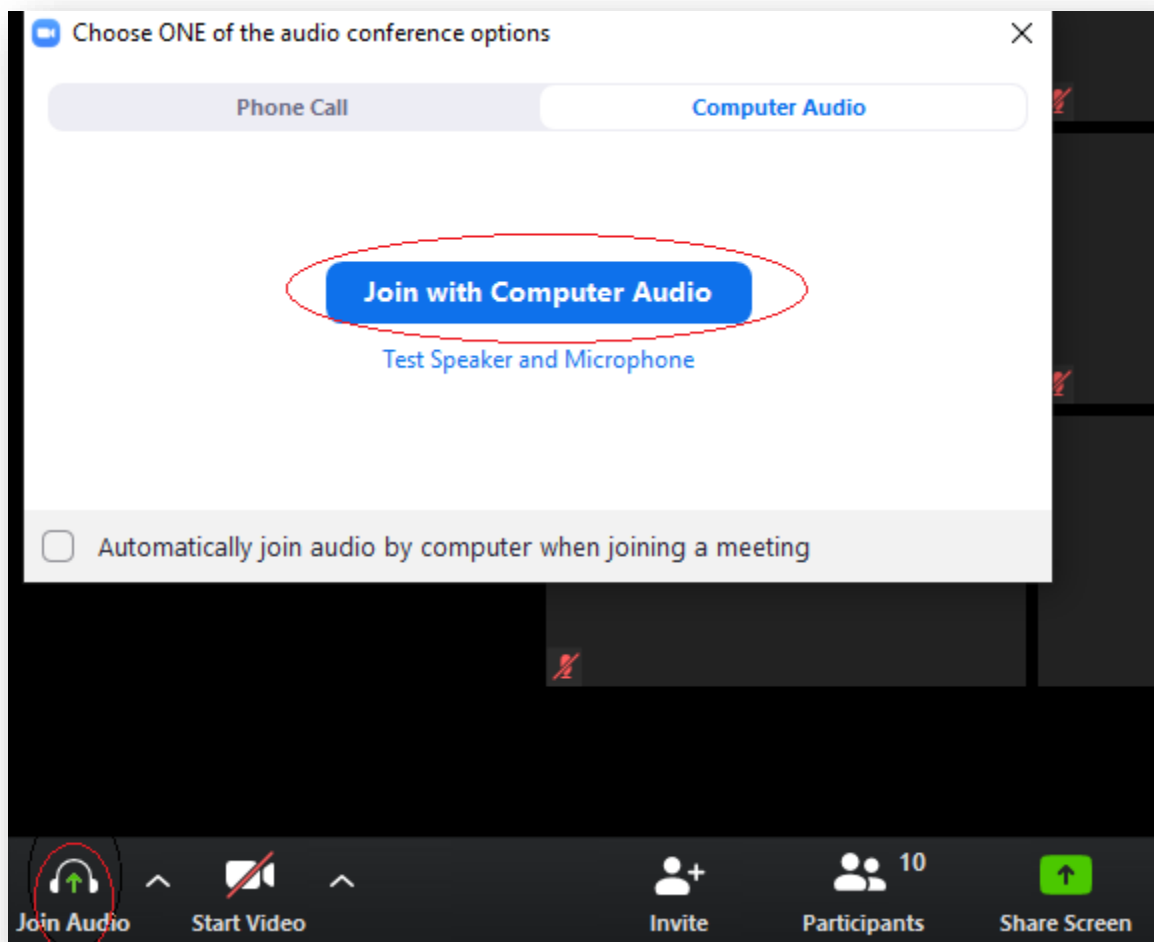


For instructions on joining a Zoom meeting, please see this article:  
<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

## You have joined the call

A new window will appear with an ongoing call, you will see participants with the cameras turned on or black windows for those who have the camera turned off. You will see several boxes in the bottom bar.

Click on "Join Audio" with a picture of the headphones and a window will pop up. Click on "Join with Computer Audio" to join with Computer audio.



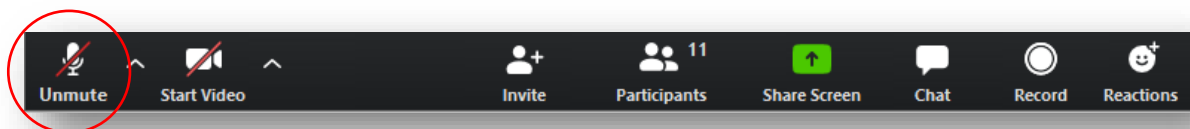
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## Having technical difficulties?

Use Chat in ZOOM to contact the meeting host or write to WhatsApp technical support +420 735 758 461.

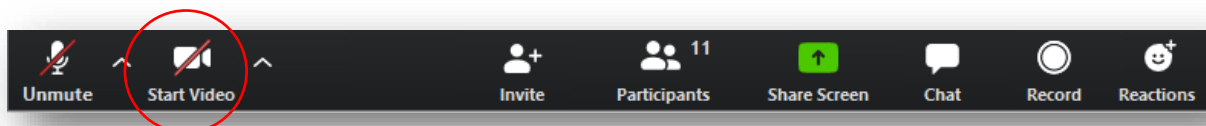
## Mute/unmute microphone

Your microphone is connected, but everyone starts with a mute microphone (the microphone is crossed out). Click on “Unmute” to speak. **If you do not want to speak, keep the microphone muted.**



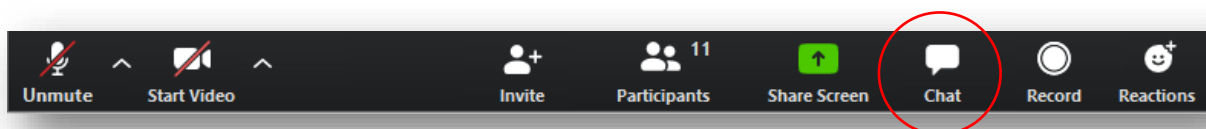
## Camera on/off

You might also start a call with the **camera** off. Click “Start Video” if you want other participants to see you. The meetings will be recorded. **Stop your camera, if you don’t want to be visible in the record.**



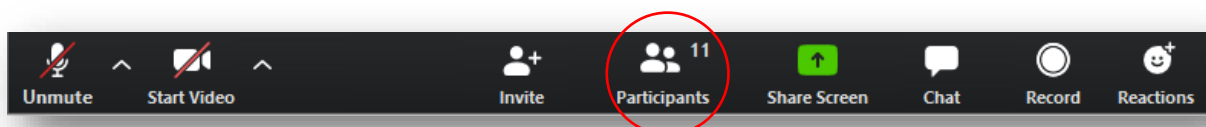
## Chat

**To ask questions or add comments, please use a chat window.** To open the window, click on Chat button. The window will open on the right side of your screen. You can write to everyone or send private messages to other participants.



## Participants

If you click on "Participants" on the right, you will see a window with all the participants in the call. You can also chat with them during the call – click on „Chat“.



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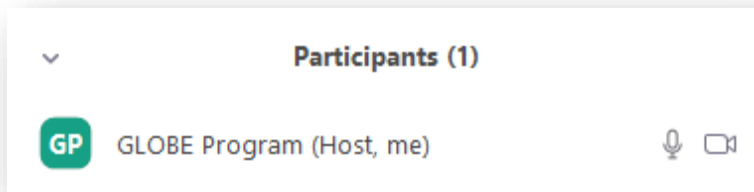
## Having technical difficulties?

Use Chat in ZOOM to contact the meeting host or write to WhatsApp technical support +420 735 758 461.

## How to change you name

**We will ask you to set your name in ZOOM to format: Name, Country.** To change you name follow these steps:

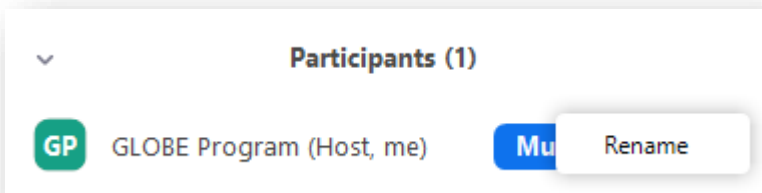
Step 1: Open participants list



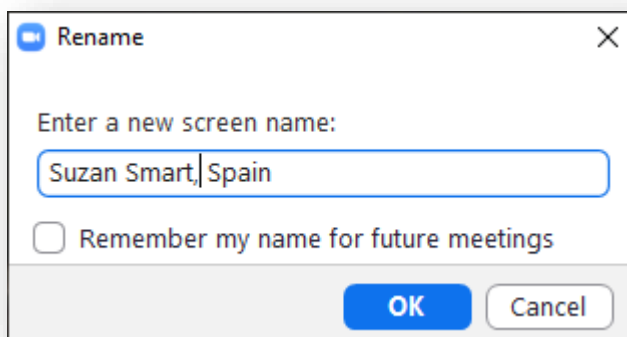
Step 2: Mouse over your name to open menu



Step 3: Click on More and choose Rename



Step 4: Type your name and confirm



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## Having technical difficulties?

Use Chat in ZOOM to contact the meeting host or write to WhatsApp technical support +420 735 758 461.